

2004 EEOC TRAINING INSTITUTE COURSE REGISTRATION FORM

Course	Cost	Date/Location
New EEO Counselor (4 ½ days/32 hours)	\$800	
EEO Counselor Refresher (1 day/8 hours)	\$245	
New EEO Investigator (4 ½ days/32 hours)	\$800	
EEO Training for Managers (2 days)	\$490	
Final Agency Decision Writing Course (3 days)	\$735	

Please print and use a separate form for each attendee.

Mr/Ms/Mrs. First Name _____ Last _____ MI _____

Name as you would like to see it on your name tag _____

Title _____ Business/Organization _____

Business Address _____ City _____ State _____ Zip _____

E-Mail _____

Business Telephone () _____ (Check if TTY ☐)

Fax No. () _____ Agency Tax Identification Number _____

Business or Industry Type : ☐ Federal Govt ☐ State & Local Govt ☐ Private Company ☐ Contractor
☐ Not Applicable Other _____

Position Category: ☐ Attorney ☐ EEO Manager ☐ Manager, Other ☐ EEO Investigator
☐ EEO Counselor ☐ EEO Specialist ☐ EEO Staff ☐ ADR/Mediator ☐ HR Staff
☐ Union Rep Other _____ ☐ Not applicable

Do you require a reasonable accommodation, due to a disability, in order for you to attend this program?

☐ Yes ☐ No Describe accommodation requested _____

Would you like to receive future mailings/emails on upcoming EEOC training events or products? ☐ Yes ☐ No

Have you previously attended an EEOC sponsored seminar or course? ☐ Yes ☐ No

PAYMENT METHOD

Amount of Payment Enclosed: _____

Check Card ☐ Mastercard ☐ Visa ☐ Diners Club

Account # _____ Expiration Date _____

Cardholders Name (please print) _____ Signature _____

☐ **Government Purchase Order** 8 digit ALC (Agency Location Code) (**REQUIRED**) _____

ALC Contact Name & Phone # _____

☐ **Check Payment**